

Policies for use of the Governor's Residence



Availability

Events may take place Monday through Thursday between the hours of 10:00 a.m. to 8:00 p.m.

Special requests for extended hours or weekend events will be evaluated on a case by case basis.

We request that events be limited to two hours unless otherwise approved.

We are not able to schedule events more than three months in advance.

Pricing

Not-for-profit groups, for-profit groups, and charitable organizations will be charged a flat \$500 fee to hold an event at the Residence. There will not be a rental fee for state-sponsored functions.

Checks should be made payable to the Governor's Public Building Foundation and mailed to the Governor's Residence at 4750 North Meridian Street, Indianapolis, IN 46208. No money may be exchanged on the property of the Governor's Residence.

We do not accept credit cards.

Accommodations

The Governor's Residence has accommodations for:

A sit-down meal	50 persons
Auditorium seating	70 persons
A standing indoor reception	100 persons
An outdoor reception	500 persons

Décor

Paper napkins with the state seal embossed in gold are available at no charge upon request.
The napkins are available in both lunch and cocktail sizes.

Groups can use the state china, flatware, and glassware for all events **inside** the Residence.
Groups wishing to hold an event on the **outside** grounds will need to provide a tent, tables, chairs, flatware, glassware and plates.

Other items available for use include a speaking podium, chairs, 5ft. round tables, as well as 6ft. and 8ft. banquet tables.

Rental of the Residence does not include use of any decorative items such as linens, center-pieces or candles.

Food

The facility offers a full catering kitchen with a separate entrance.

Groups planning to have food and/or beverages at an event inside the Residence or on the grounds **must be a licensed caterer** found on the preapproved Residence caterer listing.

Arrangements should be made with the caterer to provide adequate staff to set-up, serve, clear and clean-up.

Beverages

Beer and wine may be served on the premises with the pre-approval of the Residence staff.

Anyone serving as a bartender for alcoholic beverages **must have a liquor license**.